

How to Complete This Application

IF QUESTIONS: Call 608-264-9596; TTY 608-264-8777; or contact the Department of Commerce, Manufactured Home Unit

To get a certificate for a manufactured home, you must complete Sections A through E as they apply.

Include the original Certificate of Manufactured Home (not a copy) for a used manufactured home. Include the Manufacturer's Certificate of Origin for a new Manufactured Home.

To replace a lost or damaged manufactured certificate, complete Sections A - E as they apply. *Note - The replacement manufactured certificate voids all previous certificates.*

SECTION

A Owner Information

Owner/Co-Owner - the names that will be on the new certificate.

"And" means all owners must sign the manufactured certificate to transfer ownership.

"Or" means only one owner must sign the manufactured certificate.

Social Security Number and Driver License Number:

If you are applying as an individual, you are required to provide your Social Security Number, pursuant to 1997 Act 191, for the purposes of ss. 49.22, Wis Stats. Under the Social Security Act, 42 USC. 405, (c)(2)(C)(i), the department and other state and federal agencies may use that Social Security Number for Purposes authorized by law.

FEIN - Federal Employer Identification Number is required for corporations or other non-individual owners.

B Manufactured Home Information

Salvage - A home less than 7 years old which has been damaged to the extent that the cost of repairing the home would exceed 70% of fair market value.

Flood Damaged - a home damaged by water to the extent that the estimated or actual repair costs, whichever is greater, exceeds 70% of fair market value.

C Loan Information - If you borrowed money for this home, contact the lender for the correct information. Please show complete mailing address. Loan filing fee is \$4.

D Fees Pay title fee if you are changing the owner(s) on the certificate, or titling the home in Wisconsin for the first time. Pay replacement title fee if replacing a lost, stolen or mutilated Wisconsin title that was previously titled in your name.

Owners Signature(s) - Owner(s) shown in Section A must sign. If an owner is under 18, also complete Section E of the application.

E Consent to Purchase - (see front of application) If an owner is under 18, a parent or guardian must complete this section.

Release of Information - The Wisconsin Department of Commerce may use the personal information you provided for secondary purposes [Privacy Laws s. 15.04 (1) (m) Stats.]

Mail to: WI Dept. of Commerce
Safety and Building Division
Manufactured Home / Mobile Home Unit
P.O. Box 1355
Madison, WI 53701-1355

WISCONSIN MANUFACTURED HOME CERTIFICATE APPLICATION

Reg Obj No:
Title No:
Amount Received
Check Cash

DO NOT WRITE ABOVE THIS LINE

Owner Legal Name - Last First Middle Initial Owner Social Security or Driver License Number or FEIN Required. See Instructions

Co-owner (if any) - Last First Middle Initial Co-Owner Social Security or Driver License Number or FEIN Required. See Instructions

☐ OR ☐ AND(check one)

Complete Address (including P.O. Box if applicable) City State Zip Code

Manufactured Home Identification Number Year Make Body Length

Check any that apply (see instructions)

☐ Certificate Transfer ☐ Certificate Only ☐ Salvage ☐ Flood Damaged

Manufactured Home is kept in County City Village Town (Check One)

OF: ☐ ☐ ☐ OF:

Secured Party Number(s) Name of Lending Agency(s) or Person(s) Street Address, City, State, Zip Code (Area Code)Telephone Number

Certificate Fee \$25.00 (replacement fee \$8.00) \$

Pay title fee if you are changing the owner(s) on the certificate, or titling the home in Wisconsin for the first time. **Pay replacement title fee** if replacing a lost, stolen or mutilated Wisconsin title.

Loan Filing Fee \$4.00 (pay fee for each loan in section C) \$

***Make check payable to: Department of Commerce**

ENTER FEE TOTAL \$

Owner Certification - if an owner is under 18 years old, complete Consent to Purchase (Section E)

I(we) certify that the information and statements on this application are true and correct.

X _____ **X** _____
(Owner Signature) (Date) (Co-Owner Signature)

Section E - Consent to purchase

UNDER 18
YEARS OLD

I certify that I have legal custody of the person named as owner and consent to the purchase by such person and registration of the Manufactured Home described in the applicants name

Notary Public County Date my commission expires Date subscribed and Sworn to before me Notary Signature

Did you:

- Enclose a signed check?
- Enclose your original certificate if needed?
- Sign the application?

SBD-10687 (R. 10/01)

Copy Distribution

☐ **Commerce:** Mail the original certificate (not a copy), application, and check to:

**WI Dept of Commerce
Division of Safety & Buildings
Mobile Home Unit
PO Box 1355
Madison, WI 53701-1355
Phone – (608) 264-9596**

☐ **Customer**